

I. INTRODUCTION

The field office is responsible for managing and carrying out the weighing program and its activities within the assigned geographic boundaries of the field office circuit. This includes providing both technical and administrative direction and supervision of field office employees and delegated states responsible for official weighing, scale testing, test weight reverification, and inventory monitoring activities of the weighing program. It includes supervising scale testing and weighing certification services for the interior weighing program.

The incumbent assists the field office manager (FOM) in managing the official weighing and scale testing program. The incumbent provides direction and assists the shift supervisors in implementing weighing policies.

II. DUTIES AND RESPONSIBILITIES

A. Program Development: Participates with the field office staff in identifying, recommending, and setting field office goals and objectives for the weighing program. Develops, recommends, and documents field office operational policies for implementing new or revised procedures, services, or patterns peculiar to the field office or for refining current operational procedures.

B. Technical: Conducts surveys and reviews weighing operations and grain scales at major export and inland terminals to establish whether scales are adequate with respect to location, load capacity, dimension and design, construction, and installation features. Studies and analyzes grain weighing operations to determine whether they comply with official regulations and instructions as to care, precision, and accuracy of weight determination and recording. Confers with elevator engineers and operating superintendents to advise them regarding the technical aspects of scale maintenance and operation. Recommends specific measures and methods for needed modification, repair, servicing, or replacement.

Instructs weighmasters and associated personnel in their duties of scale operations, balance certification, weight registering, and scale inspection to assure their compliance with requirements. Conducts or supervises periodic comprehensive tests of scales to quantitatively determine whether indicated errors and balance changes are within specified tolerances under various degrees and distributions of loading. Examines and tests the accessory balancing, indicating, recording, and signaling components of the scales to check their functional adequacy and to establish whether they conform to requirements.

Inspects all working parts of scales to discover mechanical or structural deficiencies which might adversely affect weighing accuracy and service or facilitate perpetration of fraud. On scale tests, computes and records essential data, approves or disapproves continued use of the scales and, by correspondence, advises elevator operators or other agencies as to needed measures of repair, adjustment, maintenance, or replacement.

C. Program Direction and Coordination: Communicates FGIS policies and procedures to field office employees and chief inspectors involved in the weighing program. Answers or obtains answers to technical or administrative weighing problems. Conducts supervision visits, participates in the annual audit program, and performs review of weighing services.

Conducts reviews of the practices of weighmasters to determine whether they comply with the official instructions, exercise appropriate diligence and care in their operations, and derive and record true weight values. Audits scale tickets, annual reports, and other source records to discover whether weighed grains exceed normal margins, whether there are indications of collusion between weighers and elevator management, or whether weighers are violating regulations. Reviews complaints regarding alleged weight losses, excessive shrinkages, or related subjects and provides pertinent information to resolve complaints. Prepares reports for the information of the FOM and recommends methods for improving conditions found questionable or unsatisfactory.

D. Program Training: Conducts vocational weighing training for field office employees and provides training assistance to chief inspectors involved in the weighing program.

E. Trade Relations: Maintains liaison with grain elevator management and promotes their cooperation in resolving grain weighing or scale testing problems or irregularities. Presents formal talks on the scale testing and weighing programs before local conferences on weights and measures or grain industry groups.

F. Other: Prepares monthly and annual reports describing progress made to improve supervision of scales and weighing. Helps prepare material to be published or circularizes subjects relating to weighing or scale testing.

G. Performs Either or Both of the Following Weighing Functions:

- (a) official weighing (Class X, either at export or interior locations);
- (b) supervision of weighing (Classes X or Y) by delegated export State or designated agency.

Performs other related duties as assigned.

III. JOB CONTROLS

A. Responsibility for the Work of others: As required, provides technical guidance to shift supervisors, graders, and technicians on scales and weighing activities.

B. Supervision and Guidance Received: The incumbent functions under administrative supervision from the FOM. To meet the exacting demands of this position, he/she must possess a considerable degree of technical knowledge and skill in the maintenance and operation of mechanical and electronic weighing systems used in the grain industry, and understand the application of these devices in the official weighing program to include elevator handling concepts and procedures. As a technical expert in the field office, the employee must regularly make on-the-spot decisions based upon personal analysis and judgment of the observed or reported conditions. Technical questions affecting Agency policy are referred to the FOM and the Area Program Chief for resolution. Guidelines include FGIS instructions, official manuals, and technical manuals.